

# DFCS Travel Policy Addendum – 2015

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**Effective Date:**

January 1, 2015

**Travel Advances:**

Employees attending Education and Training Unit sponsored training sessions are required to make hotel reservations thru the unit's Registration and Transcript site. Regional Accounting will only issue hotel checks for trainings not sponsored by the Education and Training Unit and for overnight stays not associated with trainings. This is applicable to all travel advances requests submitted after January 12, 2015.

All other provisions noted in the Travel Policy Addendum 2014 remain in effect.

**Travel Expenses:**

Mileage incurred to drop off or pick up documents to and from Regional Accounting is not reimbursable. Exceptions to this rule will be made on a case by case basis.

**Reminders:**

In order to be as close as possible to compliance with the state policy, the following procedures are to be followed in regards to using your personal vehicle, renting an individual rental, or using the Monthly On-Site Rental Vehicle.

It is **MANDATORY** that the cost comparison form be completed to determine if employee needs to rent a vehicle before renting a vehicle.

It is **MANDATORY** that the cost comparison form be completed for EACH day that travel is more than 75 business related miles. If multiple days have the same number of miles, one cost comparison form can be done with the dates traveled written on the cost comparison.

**Include in your business miles, the miles incurred to pick up and or return the rental when completing the cost comparison form. (pg 16)**

**0 to 75 miles:** If traveling 75 business miles or less per day, the employee's personal vehicle **MUST** be used. If the Monthly On-Site Rental Vehicle is available, the car can and should be used. (pg 15)

**NOTE:** If an employee uses an individual rental vehicle for travel (75 miles or less), the reimbursement rate will be at \$0.235. The cost of the rental car will be deducted from the employee's travel reimbursement or if necessary, from their next payroll check. Fuel for the rental will not be reimbursed. (pg 14)

**76 to 125 miles:** If traveling 76 to 125 business miles per day, the employee must complete the Cost Comparison Form, but can use either the Monthly On-Site Rental Vehicle, obtain an Individual Rental Vehicle or use their personal vehicle and be reimbursed at the TIER 1 Rate. (pg 15)

**Over 125 miles:** If traveling more than 125 business miles per day, the employee **MUST** use the Monthly On-Site Rental Vehicle, or obtain an Individual Rental Vehicle. (pg 15)

**NOTE:** If the employee is requesting reimbursement at the Tier 1 Rate for miles driven over 125 in a single day, they must attach the following documents to their travel statement. (pg 15)

- Memo from the Car Custodian that the On-Site Rental was not available
- Statement from Enterprise location that NO Individual Rental was available
- Detailed explanation on Cost Comparison as to special circumstances, signed by the County Director

**Multiple days travel:** If traveling for multiple days to attend trainings, meetings, and or conferences, the employee must combine the miles when completing the Cost Comparison to determine the most cost effective means of transportation. (pg 15)

**NOTE;** If the Cost Comparison states it is most cost effective to rent a vehicle (over 125 miles for multiple day travel with one destination), and the employee still chooses to drive their own vehicle, they will be reimbursed at the TIER 2 Rate. (pg 15)

**NOTE:** If an employee uses an individual rental vehicle for travel (over 125 miles for multiple day travel with one destination) when the cost comparison states it is more cost effective to use your personal vehicle, the reimbursement rate will be at the Tier 2 Rate. The cost of the rental car will be deducted from the employee's travel reimbursement or if necessary, from their next payroll check. Fuel for the rental will not be reimbursed.

**NOTE:** An employee is allowed 30 miles per day for traveling to the meeting location and meals each day while in overnight travel status. (pg 16)

Due to the number of employees that are being virtually supervised (supervisor does not sit at the same location), the following new procedures are being put into place:

- Employee completes and signs their travel statement and emails the statement and all supporting documentation to their supervisor. **It will be the responsibility of the employee to maintain their original travel statement and receipts. (pg 3)**
- Supervisor will print and approve the travel statement and **ALL** supporting documents and send to their appropriate Regional Accounting Office for processing. **Supervisor's signature must be original.**